BEST PRACTICES IN Community Planning Institute Institute

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GOALS Build support for the plan Business community Residents Elected officials Staff Transparency Gather meaningful input Reflect the community's unique attributes Find a champion for implementation Meeting the minimum requirements

MINIMUM REQUIREMENTS - PROCEDURES

- Minimum Standards for Local Comprehensive Planning,
 Procedures (Rules of DCA, Chapter 110-12-1-.04)

 Public Hearings
 Initiating the Planning Process
 Transmittal Hearing
 Adoption Hearing
 Developing the Plan each element of the plan must be prepared with considerable opportunity for involvement and input from stakeholders
 Minimum techniques
 Steering Committee
 Needs and opportunities list generated by SWOT or similar analysis

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PRACTICAL REQUIREMENTS

- Bovelop a Community Participation Plan
 Identifies target stakeholders
 Engagement techniques to be uses
 Schedule of activities
 Should be updated periodically
 Conduct Public
 Workshop(s)
 Maintain a Project
 Website
 Interview leadership and stakeholders

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MINIMUM REQUIREMENTS -COMMUNITY INVOLVEMENT

Minimum Standards for Local Comprehensive Planning,
Community Involvement (Rules of DCA, Chapter 110-12-1-.02)

= Identification of Stakeholders

= Identification of Participation Techniques

- Conduct Participation Program



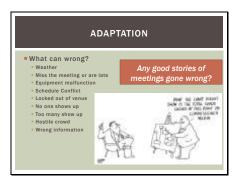
STAKEHOLDERS Compile a list Seek guidance Supplemental planning recommendations Regional Commission Steering Committee Coverning authority Local economic development practitioners Local government staff Have the committee meet regularly What is your community's composition? Who typically shows up to meetings? Where can you find those that don't show up? Are you willing to go there?

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TECHNIQUES Website TV Flyers Press Releases ■Kiosks at events Email Focus Groups Surveys Social Media Charrettes Online meetings Open Houses Letters Comment Wall Contests

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RECORDS What to keep Photos Records Records Reports Signin Sheets Signin Sheets Email Lists Advertisements Social Media Posts Make a record ASAP after the event Post summaries on website Prepare Summary for the Comprehensive Plan Report

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QUESTIONS

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